

Microsoft Excel shortcut keys (PC)



EDITING

F2	Edit active cell
F3	Paste name into a formula
F4	Toggle references
ALT + ENTER	Start a new line within the same cell
SHIFT + F2	Insert or edit cell comment
SHIFT + F10	Display short cut menu (i.e. same as right click)
SHIFT + F11	Insert worksheet
CTRL + F3	Define a name for a cell
CTRL + D	Fill down (e.g. copy formula down in selected cells)
CTRL + R	Fill right
CTRL + SHIFT + A	Insert argument names and parentheses for a function after typing a function name in a formula
ALT, I, R	Insert row
ALT, I, C	Insert column

NAVIGATION

F5	Goto
SHIFT + ARROW	Select the adjacent cell
SHIFT + SPACEBAR	Select entire row
CTRL + SPACEBAR	Select entire column
CTRL + SHIFT + HOME	Select all to the start of the sheet
CTRL + SHIFT + END	Select all to the last used cell of the sheet
CTRL + SHIFT + ARROW	Select to the end of the last used cell in row/column
CTRL + ARROW	Select the last used cell in row/column
CTRL + PAGE UP/DOWN	Move to the next or previous worksheet (Move between tabs if you are in a menu window)
CTRL + TAB	Move to next workbook (while in spreadsheet) Move to next divider (when in menu options)
TAB	Move to the next cell (Move between items within a menu window)

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FORMATTING

CTRL + 1	Brings up format cells menu
CTRL + B	Bold
CTRL + I	Italic
CTRL + C	Copy
CTRL + V	Paste
ALT, E, S	Paste special
CTRL + X	Cut
CTRL + Z	Undo
CTRL + Y	Repeat last action
CTRL + A	Select all used cells (select entire worksheet if command is repeated)

OTHER

CTRL+ ;	Enter date
CTRL + :	Enter time
CTRL + ` (key to the left of 1)	Show formula/show values
CTRL +]	Select cells which refer to the active cell (useful before deleting a cell in a worksheet)
ALT	Drives menu bar
ALT + TAB	Next open program
ALT + =	Auto sum